

CHAPTER VI

CLASSIFICATION

601 CUSTODY CLASSIFICATION

1. The purpose of custody classification is to establish the degree of supervision needed for control of individual prisoners. Custody classifications provide guidance for supervision of prisoners and permit the establishment of security measures consistent with the requirements of the individual.

2. Among prisoners there are wide variations in personality and mentality. Where there is fair and impartial treatment, prisoners generally present no serious disciplinary problems. There are some prisoners, however, who are deliberately uncooperative. Some have personality difficulties which make them chronic sources of trouble, such as the highly aggressive person or those acutely depressed. Efforts must be made to identify all special cases, and institute control measures to ensure the safe and orderly administration of the waterfront brig/CCU.

3. Every prisoner shall be assigned one of the following custody classifications:

a. Maximum Custody. Prisoners requiring special custodial supervision because of the high probability of attempted escape, or because they are dangerous or violent. Ordinarily, only a very small percentage of prisoners should be classified as maximum custody.

(1) Supervision shall be immediate and continuous.

(2) A DD 509, Inspection Report of Prisoner in Segregation, should be posted by the cell door and appropriate entries made at least every 15 minutes. This is in addition to any watch tour system that may be available to the brig/CCU staff.

(3) They will not be assigned to work but shall be responsible for the cleanliness and upkeep of their cell and cell block area.

(4) They will be housed in a cell.

(5) They will be supervised by at least two staff members whenever outside the confines of their cell.

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(6) When they leave the brig/CCU, they shall be in handcuffs at all times. If approved by the commanding officer of the activity in which the brig/CCU is located, maximum custody prisoners may be placed in leg irons. Handcuffs will be removed in a court room if directed by the military judge. The requirements and limitations of Article 1102, Navy Regulations, (1990) shall be observed when using instruments of restraint.

(7) They will be fed in their cells.

(8) Any correctional programming authorized will be conducted in the cell block area.

(9) Maximum custody prisoners may have visitors as authorized by the brig officer. Visits will be conducted in a secure area of the brig/CCU.

(10) Religious counseling/services will be in the cell area.

b. Medium-In Custody. Prisoners who pose an escape risk but are neither dangerous nor violent. They are permitted greater freedom of movement within the brig but are not permitted to leave the brig except on official business (i.e., to attend court martial, emergency medical treatment, etc.)

(1) Supervision shall be immediate and continuous.

(2) They will be assigned work details inside the brig/CCU.

(3) They shall be housed in dormitories.

(4) They will be fed in the brig/CCU dining facility.

(5) Whenever leaving the brig/CCU each medium-in custody prisoner will be escorted by at least one qualified escort.

c. Medium-Out Custody. Prisoners who are a low risk to escape. They are not considered to be dangerous or violent, nor do they present a threat to the public.

(1) They may be assigned to work details outside the brig and supervision shall be immediate and continuous.

(2) They shall be housed in dormitories.

(3) They will be fed in the brig/CCU dining facility or provided boxed meals when working away from the brig.

(4) While outside the confines of the brig/CCU no more than ten medium-out custody prisoners shall be under the supervision of one qualified escort.

d. Minimum Custody. Prisoners who present minimum risk to escape. They are neither dangerous nor violent and present little or no threat to the public.

(1) Supervision may be occasional or periodic; a system of checks is usually sufficient.

(2) They are usually assigned work outside the brig/CCU; are escorted and transported by the brig staff to and from the work site; but, while working, they may be under the supervision of other than correctional staff.

(3) They will be housed in a dormitory.

(4) They will be fed in the brig/CCU dining facility; be provided boxed meals; or fed in an on-base facility when appropriate.

e. Installation Custody. A custody grade assigned to certain prisoners who require limited custodial supervision and are assigned to the correctional custody program.

(1) They will be housed in the CCU dormitory.

(2) They will participate in the correctional custody program.

4. Awardee Custody. Awardees are not assigned a custody classification since they are not confined. Physical restraint is imposed by the presence of a brig/CCU staff member.

602 CLASSIFICATION CRITERIA

1. All new prisoners, except those specifically deemed to be serious management problems, should be assigned a medium-in custody classification during the reception phase. Detainees will not be assigned a medium-out or minimum custody classification. The degree of classification shall be as required by section 4202 of reference (a).

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603 CLASSIFICATION PROCEDURES

1. During the admission process all detainees and adjudged prisoners will be interviewed using the Custody Classification Worksheet. During normal working hours these interviews will be conducted by the operations officer; and after normal working hours, the interviews will be conducted by the brig duty officer. On completion of the custody classification worksheet, the operations officer or the brig duty officer will then complete the NAVPERS 1640/20, Initial Custody Classification Form. Both forms are on CORMIS (Custody Classification Module) and information will be entered directly into CORMIS. Based on the information collected, using the initial custody classification form and the staff's decision, a custody classification for all pretrial detainees and adjudged prisoners will be assigned. While in orientation, however, the only custody classifications which may be assigned are maximum or medium-in. If the initial custody classification form indicates a lesser classification, it will be overridden. The prisoner will be classified either maximum or medium-in until orientation is completed and the Classification and Assignment Board can act.

2. On completion of the orientation phase, all prisoners will be reclassified. A NAVPERS 1640/21, Custody Reclassification Form, also on CORMIS, will be filled out by the prisoner's counselor using all available records to verify the information. On completion of the Custody Reclassification Form, the form will be presented to the Classification and Assignment Board, who will evaluate the information to see if a classification change is required. The Classification and Assignment Board chairperson will indicate the Board's final decision and sign the Custody Reclassification Form and forward it the brig officer for action and then on to the administrative office for filing in the prisoner's record.

3. In addition to the Custody Reclassification Form being completed during the orientation phase, the prisoners shall be required to fill out a Personal History Questionnaire (Appendix A) which shall be forwarded to the counselor. After reviewing the personal history questionnaire and interviewing the prisoner, the counselor shall complete a NAVPERS 1640/13, Prisoner/Awardee Evaluation Report (Appendix B). The completed NAVPERS 1640/13 will be filed in the prisoner's record.

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4. The Classification and Assignment Board shall ensure that every prisoner's case is reviewed using the following schedule:

<u>Custody Level</u>	<u>Time Frame</u>
MAXIMUM	EVERY 07 DAYS
MEDIUM-IN	EVERY 14 DAYS
MEDIUM-OUT	EVERY 14 DAYS
MINIMUM	EVERY 07 DAYS
INSTALLATION CUSTODY	EVERY 07 DAYS

604 INSTALLATION CUSTODY

1. A prisoner will be required to meet the following selection criteria in order to be eligible for installation custody.

- a. A "return to duty" member.
- b. Highest recommendation of Classification Board.
- c. Has completed at least one half of the confinement adjudged.
- d. No more than 30 days from minimum release date.
- e. Not previously been removed from this custody grade for cause.
- f. No record of escape or attempted escape.

2. In addition to the selection criteria listed above, a prisoner will be required to do the following:

- a. Have a personal program plan listing the conditions of participation in the CCU program and the limitations of movement outside the facility.
- b. Plan is agreed to and signed by the installation custody member and the Brig Officer.
- c. Must sign DD 512, Installation Parolee/Minimum Custody Agreement and carry it at all times while outside the waterfront brig/CCU.

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d. Shall be berthed in the correctional custody unit and shall observe all the rules and regulations of the CCU program unless specified otherwise in this instruction.

3. Early Release. Installation custody members will earn good conduct time at the same rate as brig prisoners and can earn early release through this process. They are not eligible for early release as set forth for awardees; however, installation custody members are eligible to earn other CCU incentives.

4. Identification. Installation custody members shall wear DD 512, Installation Parolee/Minimum Custody Agreement in a clear plastic holder affixed to their left breast pocket when outside the brig/CCU. The DD 512 will be turned in and checked out from the correctional custody supervisor who will return the badges to the control center supervisor at the end of each day. Installation custody members shall not have their Armed Forces Identification Cards returned to them until they are released from confinement.

605 ADULT INTERNAL MANAGEMENT SYSTEM (AIMS) CLASSIFICATION

1. The AIMS is the classification system designed to separate prisoners, detainees and awardees into homogeneous groups that allow proper assignments to housing, work and program participation.

2. All prisoners, detainees and awardees received at a waterfront brig/CCU shall be AIMS classified and, to the maximum extent possible, placed in the proper groups indicated for berthing, working party assignment and program placement.

3. The procedures listed below shall be followed in conducting AIMS classification:

a. The guidelines provided by CHNAVPERS (Pers-84) shall be used to conduct AIMS classification.

b. Initial AIMS classification shall take place during the orientation phase, and will be completed by the counselor and the dormitory supervisor.

c. When AIMS reclassification is determined to be necessary, it will be initiated and processed by the assigned counselor.

d. The initial classification and any reclassification will be forwarded to the brig officer for final approval.

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e. All documentation for AIMS classification will be filed in the prisoner's/awardee's file.

f. AIMS classification will have no effect on incentives available to or earned by awardees and prisoners.